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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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www.state.hi.us/icsd/dags/spo.html

December 31, 2002

TO: Agencies on Oahu:

- Executive Branch
- Department of Education
- University of Hawaii
- Office of Hawaiian Affairs
- The Judiciary

FROM: Procurement Officer

SUBJECT: Change No. 6
SPO Price List No. 01-15 (Oahu)
Letterhead, Envelopes and Business Cards
(IFB-01-042-O)

Please replace the existing price list with the following revised price list dated 12/31/02. The following group has been changed:

- 1) Group II, Imprinted Envelopes.

ROBERT J. GOVERNS, CPPB
Procurement Officer

REVISED 12/31/02

SPO Price List No. 01-15
(Continuous)

STATE PROCUREMENT OFFICE

SPO Price List No. 01-15 (All Islands)
Replaces SPO PL No. 00-19

LETTERHEAD, ENVELOPES, AND BUSINESS CARDS

CONTINUOUS
(IFB-01-042-0)

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

1. Executive Branch
2. Department of Education
3. University of Hawaii
4. Office of Hawaiian Affairs; and
5. The Judiciary

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the price List", for this purpose.

POINT OF CONTACT. Questions regarding the products listed, ordering, pricing, and status should be directed to the Hawaii Correctional Industries staff at 486-4883.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	cara_sakata@exec.state.hi.us
DOE	Dennis Kajikawa	675-0130	675-0133	dennis_kajikawa@notes.k12.hi.us
UH	Jamie Wong (primary)	956-8687	956-2093	jamie@mail.ppmo.hawaii.edu
	Rod Sakuma (alternate)	956-8687	956-2093	rod@mail.ppmo.hawaii.edu
OHA	Joan Bolte	594-1999	594-1865	joan@oha.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newtonsakamoto@yahoo.com

PURCHASE ORDERS (PO's) for Letterhead, Envelopes, and Business Cards shall be sent to:

Department of Public Safety
Hawaii Correctional Industries (CI)
Customer Service
99-902 Moanalua Road
Aiea, Hawaii 96701

PHONE: 486-4883 FAX: 486-6171

Agencies must obtain the appropriate vendor code for remittance purposes from the "Alphabetical Vendor Code Edit Tables" and annotate the vendor code on their PO's.

PO's must include the following information. Incomplete PO's will be returned. The order form may be submitted along with the PO in order to expedite the order.

1. SPO Price List No. 01-15
2. Name, telephone number, and fax number of requisitioner
3. Delivery and billing addresses
4. Item number, description, quantity
5. Unit price, total price

GROUP I, II, III UNIT PRICES

Unit prices for Group I (Letterhead), Group II (Envelopes) and Group III (Business Cards) include delivery and/or shipping and handling for all islands.

Due to the unstable paper market and other market conditions, unit prices are subject to change.

Note: Do not add Hawaii State General Excise Tax to your P.O. HCI does not pay this tax.

GROUP I, II, III MINIMUM ORDERS

1. Letterhead: 5 reams
2. Envelopes: 5 boxes
3. Letterhead and envelopes: Any combination of both totaling 5
4. Business cards: 1 box (no exceptions)
5. Minimum order must total \$40.00. Orders that total less than the minimum will be assessed a Minimum Order fee to bring the total to \$40.00.

PROOFS. EVERY ORDER, new and repeat, requires a signed approval of the final proof BEFORE production can begin.

1. Proof approval is the customer's responsibility. NO EXCEPTIONS.
2. If an error is found after the proof is approved by the customer and the job has been completed, the customer will be charged for any re-do requested.

TIME FRAMES

1. Standard jobs will be delivered within 15 working days of RECEIPT OF THE FINAL APPROVED PROOF, subject to the complexity of the job requirements.
2. Jobs required in less time are subject to a RUSH CHARGE of 25% of the cost of the job, with a minimum of \$10.

ORDERING DEADLINE: Orders must be received by HCI no later than December 31, 2002.

ALTERATION CHARGES. Customers will be charged \$40 an hour for alterations after HCI's receipt of the third and/or final approved proof from the customer.

PRICE LIST AVAILABLE ON HAWAII FYI

Agencies with a computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem numbers:

Hawaii	974-6640	Kauai	274-3600
Maui	984-2000	Oahu	587-4800

At the main menu, select *Hawaii Internet Services Menu*, then click on State Price Lists for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This price list is also available on the **Internet** at "<http://www.state.hi.us/icsd/dags/spo.html>", the State of Hawaii Internet Home Page address.

ROBERT J. GOVERNS, CPPB
Procurement Officer

GROUP 1: LETTERHEAD, white, 20 lb. Sub., 500 Sheets/Ream

Composition of letterhead may include any of the following:

1. Standard lettering in black ink. Add \$25.00 set up fee plus \$2.00 per ream (500 sheets) for EACH color other than black.
2. State seal
3. Governor's name
4. Name(s) of Director and/or Deputy. In lieu of the foregoing, name(s) of other officials. State of Hawaii followed by name of department, division, address, and/or P.O. Box number, zip code, telephone number and fax number.
5. Cable address
6. Line(s) for file and/or reference number
7. List of divisions or commission members, not to exceed 10 lines. Add \$2.50 for each additional line.
8. Line for Affirmative Action and Equal Opportunity employer, centered at page bottom.

Item No.	Description	Unit Price Per Ream	QUANTITY DISCOUNT SCHEDULE				
			1-5	6-10	11-20	21-30	30-plus
<u>ISLAND OF OAHU (Includes Delivery and Handling)</u>							
1.	8-1/2 x 11, 25% rag content	\$38.00	\$38.00	\$34.00	\$30.00	\$26.00	\$22.00
2.	8-1/2 x 11, 100% rag content	52.00	52.00	46.00	40.00	34.00	28.00
3.	8-1/2 x 5-1/2, 25% rag content	28.00	28.00	25.00	22.00	19.00	16.00
4.	8-1/2 x 11, w/ "MEMORANDUM", 25% rag content	38.00	38.00	34.00	30.00	26.00	22.00
Second Sheet – No Printing							
5.	8-1/2 x 11, 100% rag content	25.00	25.00	24.00	22.00	21.00	20.00
6.	8-1/2 x 11, 25% rag content	18.00	18.00	17.00	16.00	15.00	14.00
<u>ISLANDS OF HAWAII, MAUI, KAUAI, LANAI, AND MOLOKAI (Includes Shipping and Handling)</u>							
7.	8-1/2 x 11, 25% rag content	40.00	40.00	36.00	32.00	28.00	24.00
8.	8-1/2 x 11, 100% rag content	54.00	54.00	48.00	42.00	36.00	30.00
9.	8-1/2 x 5-1/2, 25% rag content	30.00	30.00	27.00	24.00	21.00	18.00
10.	8-1/2 x 11, 25 w/ "MEMORANDUM", 25% rag content	40.00	40.00	36.00	32.00	28.00	24.00
Second Sheet – No Printing							
11.	8-1/2 x 11, 100% rag content	27.00	27.00	26.00	24.00	23.00	22.00
12.	8-1/2 x 11, 25% rag content	20.00	20.00	19.00	18.00	17.00	16.00

SPO Price List No. 01-15
(Continuous)

GROUP II: IMPRINTED ENVELOPES, 24 lb., white wove

Composition of envelope may include any of the following

1. Standard lettering in black ink. Add \$25.00 set up fee plus \$2.00 per box for EACH color other than black.
2. State seal
3. Department and Division
4. Address and/or P.O. Box Number, zip code, telephone number, and fax number

ENVELOPES have regular rounded commercial flaps and are boxed 500/box. Envelope sizes are as follows:

Size 10	9-1/2" x 4-1/8"
Size 9	8-7/8" x 3-7/8"
Size 6-3/4	6-1/2 x 3-5/8

Item No.	Description	Unit Price Per Box	QUANTITY DISCOUNT SCHEDULE				
			1-5	6-10	11-20	21-30	30-plus
<u>ISLAND OF OAHU</u> (Includes Delivery and Handling)							
13.	Size 10	\$40.00	\$40.00	\$35.00	\$30.00	\$25.00	\$20.00
14.	Size 10, window	42.00	42.00	37.00	32.00	27.00	22.00
15.	Size 6-3/4	32.00	32.00	28.00	24.00	20.00	16.00
16.	Size 6-3/4 window	34.00	34.00	30.00	26.00	22.00	18.00
17.	Size 9, Business Reply	50.00	50.00	45.00	40.00	35.00	30.00
<u>ISLANDS OF HAWAII, MAUI, KAUAI, LANAI, AND MOLOKAI</u> (Includes Shipping and Handling)							
18.	Size 10	42.00	42.00	37.00	32.00	27.00	22.00
19.	Size 10, window	44.00	44.00	39.00	34.00	29.00	24.00
20.	Size 6-3/4	34.00	34.00	30.00	26.00	22.00	18.00
21.	Size 6-3/4 window	36.00	36.00	32.00	28.00	24.00	20.00
22.	Size 9, Business Reply	52.00	52.00	47.00	42.00	37.00	32.00

GROUP III: BUSINESS CARDS

SPO Price List No. 01-15
(Continuous)

All prices are per box. There are 500 cards in a box. MINIMUM ORDER is one box. All prices include typesetting and graphics in a standard format that include the following:

1. One name
2. Standard state logo
3. Standard stock paper
4. Black ink

EXTRA CHARGES

1. Printing on the back, add \$20.00 per box
2. Non-standard stock, add \$15.00 per box
3. Standard gold foil embossing, add \$90.00 per box
4. Non-standard gold foil embossing, per inquiry
5. Additional boxes of identical cards, black ink \$15.00 per box
6. Additional boxes of identical cards, two colors, \$20.00 per box
7. Additional boxes of identical cards, one color (not black), \$18.00 per box
8. Additional boxes of identical cards, two sided, \$20.00 per box (in addition to any color charges)
9. Any other specialty requests, contact HCI at 486-4883

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Unit Price</u> <u>Per Box</u>
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ISLAND OF OAHU (Includes Delivery and Handling)

23.	One name, one color, black ink	\$55.00
24.	One name, black ink, one PMS color	\$70.00
25.	One name, one color (other than black)	\$65.00

ISLANDS OF HAWAII, MAUI, KAUAI, LANAI, AND MOLOKAI (Includes Shipping and Handling)

26.	One name, one color, black ink	\$60.00
27.	One name, black ink, one PMS color	\$75.00
28.	One name, one color (other than black)	\$70.00

SPO Price List No. 01-15
(Continuous)